

Position Description

675 Reduced Half Time Member

Flathead Lake State Park



Term of service: May 18, 2015 – September 18, 2015

Service schedule: Member will serve a minimum of 690 hours over an 18 week term, averaging 42 hours per week with 40 hours of holiday, vacation or sick time

Position Summary:

Flathead Lake, the largest freshwater lake west of the Mississippi, provides numerous recreational opportunities, including seven state parks. Strategically located around Flathead Lake, the parks include Wayfarers, Yellow Bay, Finley Point, Big Arm, West Shore, North Shore, and Wild Horse Island State Parks. A destination stop for many locals and tourists visiting nearby Glacier National Park, the state parks around Flathead Lake receive over 237,000 visits annually. These parks offer unique camping, hiking, sightseeing, picnicking and wildlife viewing opportunities. The lake itself affords some of the best lake trout fishing and water-based recreational opportunities in the western United States. Wild Horse Island State Park, with over 2,000 acres, is the only island state park in the Montana State Parks system and boasts superb wildlife viewing opportunities of bighorn sheep, mule deer, songbirds, waterfowl, bald eagles, and falcons, as well as five wild horses.

The AmeriCorps office will be housed out of the regional headquarters office in Kalispell. A Ranger Station, which will serve as the future office of Flathead Lake staff, is being constructed this summer at Wayfarers State Park just minutes from Bigfork, Montana.

The Americorps member will be exposed to a variety of experiences at the Flathead Lake State Parks. They will increase volunteer capacity by recruiting volunteers to the parks and hosting projects with volunteers to improve park land. With the completion of the new Ranger Station at Wayfarers State Park, the member will organize an open house and volunteer recruitment event. The member will develop skills in park improvement and management by working on the trail systems and other projects. The member will also have the opportunity to identify opportunities for future programs, events and interpretive displays throughout the Flathead Lake State Parks.

Montana State Parks AmeriCorps members perform capacity building activities. Their service revolves around the program goals listed below in order to ensure that they do not displace workers or take part in any prohibited or unallowable activities as outlined in AmeriCorps regulations. Montana State Parks AmeriCorps members *will* likely participate in activities that involve recurring contact with vulnerable populations.

Member will contribute to the following program goals:

- Improve park land



- Expand educational and interpretive programs
- Increase volunteer capacity*
- Enhance outreach and awareness of state parks
- Participate in service activities including National Days of Service**
- Respond to disasters, when called upon to do so by the program

Specific Position Responsibilities:

- Boost the number of volunteers helping the park to host special projects/events, and to help with land improvements at the park.
- Improve park land by completing a variety of projects including trail improvement, noxious weed pulling, and facilities improvements.
- Host a service day gathering volunteers to help improve park land.
- Organize and host an open house and volunteer recruitment for the new Ranger Station at Wayfarers State Park.
- Identify opportunities for future programs, events and interpretive displays throughout the Flathead Lake State Parks.
- Perform other AmeriCorps-related duties, as assigned.

Minimum Requirements:

- Over 18 with a high school diploma or GED; college degree or equivalent work experience preferred
- A United States citizen, United States National, or legal permanent resident alien
- Demonstrated leadership skills
- Ability to take initiative, handle multiple projects, track details essential to project completion, analyze information, and meet deadlines
- Strong ability to communicate effectively orally and in writing with diverse groups of people
- Demonstrated ability to work independently and as part of a team
- Basic computer proficiency
- Passion for the outdoors and enthusiasm for enhancing Montana's state parks
- A driver's license and personal means of transportation within the state of Montana
- Must pass a national service criminal history check

Benefits:

- Living allowance of \$4,050 over 18 week term of service
- An AmeriCorps Education Award of \$2,150 upon successful completion of service. This award can be used to pay education costs at qualified institutions of higher education, for educational training and resources, or to repay qualified student loans. Members aged 55 and over may transfer the education award to a child, grandchild or foster child.
- Eligible for deferment on qualified student loans

- Experience and training working in the fields of outdoor recreation, parks management, interpretive services, education, community outreach, and volunteer management
- Opportunity to live, work and be part of the team amid the natural wonders and cultural heritage of Montana State Parks

* Volunteer activity facilitated by AmeriCorps members supports the management and operation of State Parks. These activities do not include any prohibited or unallowable activities as outlined in AmeriCorps regulations.

**Service activities will center around the preceding program goals as well as provide unique opportunities for members to engage in service to non-profit community organizations that provide support to those in need, including victims of national disasters, individuals and families in poverty, veterans, homeless animals, and other groups. Service projects will take place on and around designated National Days of Service as well as other AmeriCorps organized events, such as member trainings. Service activities will not include any prohibited or unallowable activities as outlined in AmeriCorps regulations.

The Montana State Parks AmeriCorps Program, as administered by the Montana Department of Fish, Wildlife and Parks, shall provide equal access to opportunities provided by the Program and shall not discriminate against any person because of race, creed, color, religion, sex, national origin, age, physical or mental disability, sexual orientation, or gender identity. Minority candidates are encouraged to apply. Reasonable accommodations will be provided for qualified individuals with known disabilities unless doing so would result in an undue hardship. The accommodation must be essential for the Member to perform his/her service successfully. Funds for reasonable accommodations are available for use by members with disabilities who have been offered a position with an AmeriCorps Program and require an accommodation to fulfill the essential functions of their service.

Applicant Certification

I certify that I have reviewed this Position Description and understand the general roles and responsibilities of this Montana State Parks AmeriCorps position.

Member: _____ Date: _____

Program Coordinator: _____ Date: _____